

**THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES**

Title: CONTROL OF INSPECTION, MEASURING, & TEST EQUIPMENT	Number: 00-0000-112-01	Revision Number: 3	Date Effective: 8/9/96
	Prepared By: F. Walicki	Approved By: Sondra D. Gutkind	Page: 1 of 3

11.0 PURPOSE

The purpose of this procedure is to describe the control, calibration, and maintenance of inspection, measuring and test equipment in order to demonstrate the conformance of product to specified requirements.

11.1 SCOPE

This procedure applies to inspection, measuring, and test equipment used **by all internal Division Codes**. Calibration is a primary function of the Instrumentation, Communication, and Controls Technology Department (**Code 95**), who have specific procedures or instructions addressing equipment calibration.

11.2 RESPONSIBILITIES

11.2.1 The Division Calibration Program is responsible for the calibration and control of all inspection, measuring, and test equipment throughout the Division. The Division Calibration Program is responsible for making the requirements for making the requirements of the Navy Metrology and Calibration Program.

11.2.2 All Division Codes are responsible for ensuring that all inspection, measuring, and test equipment in **their code** complies with this procedure.

11.3 PROCEDURE FOR CALIBRATED EQUIPMENT

11.3.1 All inspection, measuring, and test equipment shall be calibrated in accordance with intervals and guidance established in the NAVSEA Metrology Requirements List using approved standards and performed by certified calibration personnel.

11.3.2 Calibrations shall be performed in **Code 95** certified calibration laboratories. **Exceptions can be** authorized by the Calibration Program (Code 95).

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11.3.3 All measurements shall be traceable, through an unbroken chain of calibrations, to accepted National Standards.

11.3.4 All calibrated equipment shall be labeled to indicate its calibration status.

11.3.4.1 A calibration status label will indicate the calibration due date, the last calibration date, lab code, and who performed the calibration.

11.3.4.2 Overdue for calibration equipment, equipment identified as out of calibration, and equipment not labeled will be isolated or be otherwise identified to preclude its use where calibrated equipment is required.

11.3.5 In the event equipment is found out of tolerance during calibration, the applicable **Division Code** will be informed and the information recorded in the calibration file.

11.3.6 Any equipment found to be out of calibration will result in the applicable **Division Code** assessing and documenting its impact on the validity of **its** previous inspections and tests. **Documentation is to be provided to the Calibration Program for file.**

11.3.7 For calibration performed by other activities or contractors, the calibration certificate and data received will be maintained in the calibration file.

11.3.8 A calibrated equipment list and file will be maintained to demonstrate compliance with the above requirements.

11.3.9 All calibration procedures will be maintained by the Calibration Program (Code 95).

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11.4 PROCEDURE FOR EQUIPMENT NOT REQUIRING CALIBRATION

11.4.1 Specific types of inspection, measuring and test equipment may be identified by their custodians as not being used for quantitative applications or not requiring calibration due to their inherent stability, published manufacturing limits and use. The accuracies of this equipment are understood and accepted as fit for *its* intended use.

11.4.2 Equipment that does not require calibration shall be identified by the ***applicable Division Code*** and affixed with a "CALIBRATION NOT REQUIRED" label provided by the Calibration Program (Code 95).

11.4.3 A "CALIBRATION NOT REQUIRED" list and file will be maintained.

11.5 REFERENCES

Navy Metrology and Calibration Program

NAVSEA Metrology Requirements List

Calibration Procedures

11.6 RECORDS

Calibrated Equipment Lists

Calibration Files

"CALIBRATION NOT REQUIRED" Equipment List